

# **OPERATIONAL GUIDELINES OF THE LOCAL SCHOOL COUNCIL ADVISORY BOARD TO THE BOARD OF EDUCATION OF CITY OF CHICAGO**

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## **ARTICLE I – NAME AND AUTHORITY**

**Statutory Authority.** This advisory board has been created pursuant to 105 ILCS 5/34-3.3.

**Name.** The name of this advisory board shall be the Local School Council Advisory Board (hereinafter “LSCAB”).

## **ARTICLE II - ADVISORY FUNCTION AND DUTIES**

**Advisory Function.** The LSCAB will serve in an advisory capacity to the Board on issues related to Local School Council elections, operations, powers and duties, and school improvement plans; as liaison between Local School Council members and the senior staff; and as advisor to the Board on other issues regarding the school district, as requested.

## **ARTICLE III – GOVERNANCE**

**Governance.** These operational guidelines and 105 ILCS 5/34-3.3 shall govern the operations of the LSCAB.

## **ARTICLE IV – MEMBERSHIP**

**Membership.** By law, members of the LSCAB must be Local School Council members. The membership of the LSCAB consists of one member elected from each Cluster, for a total of six, and nine members appointed by the Board of Education of the City of Chicago (hereinafter “the Board”). The six elected members of the LSCAB shall consist of principals, parents, community, and teacher representatives to Local School Councils.

**Length of Term.** The members of the LSCAB will serve a two-year term of office beginning July 1 of every odd-numbered year and ending June 30 of the following odd-numbered year.

**Termination.** Members of the LSCAB must continue to maintain active membership on their Local School Councils; membership on the LSCAB terminates automatically upon termination of Local School Council membership.

The membership of any member who misses three consecutive meetings of the LSCAB, or five meetings of the LSCAB within a twelve-month period, will terminate automatically as of date of the absence from the third consecutive meeting or fifth meeting within a twelve-month period.

Any member who wishes to resign from the LSCAB during his or her term shall submit a written resignation to the Chairperson of the LSCAB.

**Filling of Vacancies.** Vacancies shall be filled by the Board from among Local School Council members with consideration given to the local school council membership category (parent, community, teacher, non-teacher, advocate, principal or other) in which the vacating member served.

## **ARTICLE V - Meetings**

**Meetings.** The LSCAB shall meet on the third Monday of each month from September through June. Special meetings of the LSCAB shall be called, as needed, by the Chairperson.

The LSCAB and its committees shall be subject to the Open Meetings Act ("OMA").

**Notice.** Public notice of meetings will be given in accordance with OMA. Public notice will consist of the posting of a copy of the meeting notice and agenda at the Board's Central Office, 125 South Clark Street, Chicago, Illinois and the location of the meeting if other than the Board's Central Office. Public notice of any special, rescheduled regular or reconvened meeting will be give at least 48 hours before the meeting is held.

**Quorum.** Five (5) members shall constitute a quorum for meetings. A quorum must be physically present at meeting for the LSCAB to take any official actions. Absent a quorum, the members present at a meeting may discuss any matter, whether listed on the meeting agenda or not, but may not take any official actions or positions on such matters.

**Manner of Acting.** The LSCAB may vote on issues if the members wish to do so, or if requested to do so by the Board. The vote of a majority of the members present at the meeting shall determine the outcome of the issue under discussion. If votes are not unanimous, majority and minority positions may be reported to the Board.

**Participation in Meetings by Video or Audio Conference.** LSCAB members may participate in meetings by video or audio conference in accordance with the following requirements for such participation pursuant to the Open Meetings Act:

- (i) a quorum of the members of the public body is physically present;
- (ii) the member cannot physically attend the meeting because of:
  - (a) personal illness or disability;
  - (b) employment purposes or the business of the public body; or
  - (c) a family or other emergency.
- (iii) the member must notify the Chairperson, Secretary, Assistant Secretary or the Office of Local School Council Relations before the meeting unless advance notice is impractical.
- (iv) a majority of the LSCAB members present must vote to allow the member to attend the meeting by audio or video conference.

**Public Participation.** All meetings shall be open to the public except as otherwise allowed in the OMA. Time for public participation shall be provided at each meeting.

**Meeting Minutes.** Meeting minutes shall be approved by the second regular meeting, or thirty (30) days, after the meeting for which the minutes were taken, whichever is later.

## **ARTICLE VI – OFFICERS**

**Officers.** The officers of the LSCAB shall be the Chairperson (appointed by the Board), the Vice Chairperson (appointed by the Chairperson), the Secretary (selected by the members), an Assistant Secretary (selected by the members), and a Freedom of Information Act/Open Meetings Act Officer (selected by the members). In the event of a vacancy, such vacancy shall be filled in the same manner as provided for the original appointment or selection.

**Chairperson.** The Chairperson shall preside at all meetings. He or she has the authority to call special meetings and request that the Office of Local School Council Relations post official notice of these special meetings. The Chairperson shall have general supervision, direction, and control of the business of the LSCAB and shall perform all duties of the office.

**Vice Chairperson.** The Vice Chairperson shall preside at all meetings during the absence of the Chairperson, and during that time, shall have general supervision, direction, and control of the business of the LSCAB and shall perform all duties of the office.

**Secretary.** The Secretary shall conduct the official correspondence, take the official LSCAB meeting minutes, maintain accurate records of the proceedings of the LSCAB, and perform other duties of the office of the Secretary. Minutes shall contain, at a minimum, the time, date and place of each meeting, the names of all LSCAB members present and absent, a record of matters discussed, and a record of votes taken or consensus arrived at. The Office of Local School Council Relations may assist the Secretary in the performance of his or her duties.

**Assistant Secretary.** The Assistant Secretary shall perform all duties of the Secretary in the Secretary's absence. The Office of Local School Council Relations may assist the Assistant Secretary in the performance of his or her duties.

**Freedom of Information Act / Open Meetings Act Officer.** The FOIA / OMA Officer shall register with the Office of the Illinois Attorney General and shall complete the FOIA and OMA training provided by the Attorney General's Office. The FOIA / OMA Officer shall advise the LSCAB on the requirements of the FOIA and OMA and respond to requests for LSCAB information and records from the public. The Office of Local School Council Relations may assist the FOIA / OMA Officer in the performance of his or her duties.

## **ARTICLE VII – COMMITTEES**

**Establishment of Committees.** The LSCAB may establish committees, as necessary. These committee meetings shall be open to the public. Non-LSCAB members may be asked to participate in committee deliberations. The committees shall report back to the LSCAB, but

final determination of the recommendations which come from the LSCAB shall be made by the larger body.

#### **ARTICLE VIII – GENERAL PROVISIONS**

**Rules of Order.** The rules contained in the current edition of Robert's Rules of Order shall govern the meetings of the LSCAB. Rules shall be applied with flexibility.